

REQUEST FOR PROCESSING OF OVERSEAS SELECTEE

For use of this form, see AR 690-300, chapter 301; the proponent agency is DCSPER

REQUISITION NUMBER

NAME

POSITION TITLE/SERIES/GRADE

DUTY LOCATION

TO:

1. Subject individual has been selected for an overseas duty assignment as indicated above. Your assistance in processing the selectee is requested in accordance with DA Pam 690 - _____. This information required in accordance with that regulation is attached, and the following information is furnished for your additional assistance in counseling the selectee:

a. Initial tour of duty in accordance with DOD JTR is _____ months.

b. Passports:

_____ If selectee and family members have current tourist passports, permission is hereby granted for using such passports in lieu of official passports.

_____ Official passport is required.

_____ Visa is required.

c. Quarters:

_____ Government housing is available for civilians.

_____ The availability and average cost of local economy housing is _____

_____ (subject to change).

d. On the basis of Department of State regulations (which are subject to change), the selectee is entitled to the following allowances for his or her duty location:

_____ Housing allowance as of (date) _____ is \$ _____ per annum with family or \$ _____ per annum without family. This amount is increased for additional family members.

_____ Overseas differential is \$ _____ or _____ percent of the selectee's salary.

_____ Separate maintenance allowance authorized. Recommend election and application be made on SF Form 1190 (Foreign Allowances Application, Grant, and Report) prior to departure.

_____ Other allowances/differentials: (Explain)

e. Availability of dependent schools at selectee's location:

_____ Kindergarten _____ Grade School _____ High School

_____ Schools are not available. Children attend schools at _____ and are provided daily transportation to that location.

_____ Schools are not available. Children in grades _____ through _____ attend boarding schools at _____.

f. Post exchange and commissary shopping facilities ☐ are available; or ☐ are not available at selectee's duty location. The nearest shopping facilities are located at _____, which is approximately _____ miles from selectee's duty location. Banking facilities are available at _____.

g. Shipment of a privately owned vehicle ☐ is or ☐ is not authorized. The following restrictions apply:

h. The cost and availability of gasoline is: _____

i. Shipment of household goods ☐ is or ☐ is not administratively restricted. If so, the maximum is _____ pounds.

j. Furniture and appliance information. Selectee should consider shipping: _____

However, items such as _____

_____ are available upon arrival or

_____ are available within _____ to _____ days.

k. Information concerning the availability of medical/dental/hospital care.

The selectee should contact sponsor/supervisor for specific information if special requirements are needed for ongoing medical/dental care.

l. The selectee will be met by the sponsor or a designated individual upon arrival. However, if the selectee is not met because of unforeseen circumstances, the selectee should do the following:

(1) If arrival is on a workday:

(2) If arrival is not on a workday:

m. Information concerning the travel of family members:

_____ Family members are authorized to accompany selectee to designated duty station.

_____ Family members are authorized to accompany selectee to designated duty station; however, because of reasons beyond our control, selectee should arrive at duty station unaccompanied, and family members will be scheduled for arrival at a later date.

_____ Family members are not authorized to accompany selectee to duty location because _____

n. If the selectee has family members interested in obtaining employment at the overseas duty station, the enclosed information will be of assistance. Family members interested in employment opportunities at the selectee's duty location should submit the following documents _____

_____ to: _____

o. Under the local pay fixing policy, salary ☐ will or ☐ will not be adjusted based on highest previous rate. Explain any restrictions: _____

p. Fund citations for inclusion in the travel orders:

For FY _____

(1) Travel _____

(2) Household goods _____

(3) Advance pay _____

(4) Other (*specify*) _____

q. Security clearance requirements:

_____ Selectee must arrive at duty station with final clearance as identified on attached SF Form 52.

_____ Final clearance not required. However, selectee must arrive with sufficient information for granting an interim clearance.

r. The selectee's mailing address for change of address purposes will be: _____

s. The name, address, and telephone number of the selectee's sponsor are given below. The sponsor has been advised to contact the selectee within 10 days from the date of this letter.

Name _____

Address _____

Work telephone number (*commercial*) _____ (*Autovon*) _____

Home telephone number _____

t. The name, address, and telephone number of the selectee's supervisor are given below. The supervisor will contact the selectee within 10 days from the date of this letter if, for some reason, the sponsor is unable to do so.

Name _____

Address _____

Work telephone number (*commercial*) _____ (*Autovon*) _____

Home telephone number _____

u. Proposed entrance on duty (*EOD*) date: _____.

v. Information pamphlets concerning geographical location to which selectee is assigned are enclosed.

w. Additional instructions _____

(Specify if any of the following is authorized):

_____ TDY en route to _____ ;

_____ Excess baggage;

_____ Delay in reporting date;

_____ Annual leave in excess of 5 days.

x. CPO point of contact (POC):

Name _____ Title: _____

Name of Alternate POC _____

Message Address _____

Mailing Address _____

Telephone Number (*Autovon*) _____

(*Commercial*) _____

2. In accordance with AR 690-300, chapter 301, appendix B, please advise the CPO (item x) and the recruitment office below of:

- a. The date of receipt of results of physical examination, if required.
- b. The date of receipt of passport.
- c. Port call date, time, and place.
- d. Delays or problems in processing.
- e. Any additional information required.

The message address is: _____

Telephone Number: (Autovon) _____

(Commercial) _____

3. Please include the name of the selectee and the vacancy requisition number in the subject line of any correspondence on this matter.

NAME AND TITLE OF RECRUITMENT OFFICE POINT OF CONTACT

SIGNATURE OF POINT OF CONTACT